ACTIVote2

Quick Start Guide

PC and Mac™
UK Edition
TP-1523-UK
Issue 2

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NOTE: All utility and driver software provided to operate ACTIV products is the property of Promethean. Use of this software is granted for the purpose of installation, set up and operation of ACTIV products and the standard feature set outlined in this guide. Promethean does not encourage or authorise any other use.

Additional application software is provided from time to time as a service to our customers. This software is licensed to the end user by the supplier. Use, possession and upgrades are the responsibility of that supplier. Registered owners of Promethean product should contact those suppliers directly for support.

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Safety Instructions

This product is supplied with a universal voltage input Power Supply (PSU) branded "ACTIVboard" type number FW7400/06. This is the only approved type of PSU which is approved for use with the ACTIV board. Do not connect any other PSU to the ACTIV board system.

The PSU does not contain any user serviceable parts and must not be opened. If suspected to be faulty, contact an authorised Promethean service agent to obtain a replacement PSU of the same type.

Inspect the PSU for physical damage to the casing and wiring before use. If damage is apparent, take care to avoid contact with any potentially live parts. Disconnect the PSU from the electrical mains supply at the wall socket and contact an authorised Promethean service agent for advice or replacement.

The PSU is supplied with a suitable mains input lead for your specific country. It may also be supplied with additional mains leads (in the case where the country has more than one type mains plug). Only use the lead which is compatible with your mains outlet socket. Do not attempt to modify the mains lead. If a compatibility issue exists, contact Promethean or one of its service agents before attempting to connect the unit to the mains supply.

Compliance

The radio interface on this product (when fitted) is intended for use with Promethean radio devices for operation in the following Countries:

Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, United Kingdom.

For More Information

For more information about ACTIV products, consult the documentation which can be found on the Product CD.

The ACTIVote Help, which can be accessed from the application menu system, supplies you with full information about using the ACTIVote system.

Technical Support

Telephone: 01254 298521

Email: support@prometheanworld.com

Web: http://www.prometheanworld.com/uk/html/customer_care/contact.shtml

User Group Forum

This is an online forum and we would like to invite new users to join and contribute to our growing online community.

http://www.prometheanworld.com/common/html/vb_forum/index.php

Updates

Please visit the Promethean website frequently to check for updated drivers, software, user guides and flipchart resources

http://www.prometheanworld.com/home.html

About this Guide

This Quick Start Guide takes you through the process of setting up and using the ACTIVote devices and its associated programs. You should refer to the Help or User Guide for complete information about using the ACTIVote and its associated programs.

If you experience any difficulties with using ACTIVote, contact our Technical Support team on the number given above.

If you are using the ACTIVote VR for the Mac, refer instead to the separate Quick Start Guide TP-1477 for this product.

1. Installing the Software

Promethean recommends that you read the User Guides supplied on the CD for full information about using ACTIVote.

Windows users with USB connection, refer to the USB Getting Started Guide for information about installing the drivers.

On a Windows Based Computer

a. Place the application CD into the CD ROM drive

   If Auto Play is enabled, the main menu screen will automatically appear. If Auto Play is not enabled, choose Start > Run. In the Run dialog box, type the drive letter that contains the CD and type \menu.exe. For example d:\menu.exe. Then click OK.

b. Click on the ACTIVmanuals button to access the user guides.

c. If required, click on the ACTIVdriver button and follow the on-screen instructions to install the driver.

d. Click on the button to launch the installation routine. Follow the on-screen instructions to install the software. Click on the Exit button to exit from the menu window.

e. Remove the application CD and insert the Resources CD in the CD ROM drive.

   If the CD does not autorun, follow the instructions in step a. 'If Auto Play is not enabled'. Follow the on-screen instructions to install the Resources.

On a Macintosh™ Based Computer

a. Place the application CD into the CD ROM drive. Shortly you will see a CD icon appear on your Mac Desktop.

b. Double click on the CD icon.

c. Double click on the Software Installer icon and follow the on screen instructions to install the software.

d. Double click on the ACTIV board Installer icon and follow the on screen instructions to install the drivers.

e. Place the Resources CD into the CD ROM drive. A CD icon will appear on your Mac Desktop.

f. Double click on the CD icon.

g. Double click on the Promethean Resources Installer icon and follow the on screen instructions to install the resources.

2. Access the ACTIVote programs

On a Windows Based Computer

a. Click on **Start > Programs > ACTIV Software > ACTIVstudio 2 > ACTIVote** and click on one of the options available from the flyout menu. This method allows you to use ACTIVote without having to open ACTIVstudio2.

Or

a. Open ACTIVstudio2.

b. Enter your information and serial number, which is located on your Installation CD case (required first time only).

c. From the toolbox menu, select **Toolbox Customise... > Tool Store...**.

d. Select the ACTIVote tool, then drag and drop it into your toolbox. Click **Finish**.

e. Click on **Menu > ACTIVote** and click on one of the menu options.

On a Macintosh Based Computer

a. Open System Preferences, select **ACTIVboard**. When the ACTIVboard Preference Panel is displayed, select the **ACTIVote** tab. This method allows you to register your ACTIVote devices without having to open ACTIVstudio.

Or

a. Open ACTIVstudio.

b. Enter your information and serial number, which is located on your Installation CD case (required first time only).

c. Open the ACTIVstudio toolbox menu, select **Preferences...**

d. Click on the ACTIVote tool button to add it to your toolbox. Click **OK**.

e. Select Menu > ACTIVote > then choose an item from the menu.

Select Menu > ACTIVote > Devices....

Choose an ACTIVote Program:

Session	Select a type of voting session: • **Named** Requires devices to be registered and allocated to a specific user, providing more feedback for individual user response. • **Anonymous** Physical devices are registered and can be used by any user. • **Demo** Uses simulated devices to demonstrate use of ACTIVote. The Session can also be accessed by clicking on the ACTIVote tool button.
Devices	Register your ACTIVote devices in the Device Registration program.
Users	Allocate your devices to individual users in the User Registration program.
Question Master	Compile a set of questions for your voting session.
User Database	Prepare and categorise a list of users.
(Windows) Settings (Mac) Preferences	Access the ACTIVote settings.
Export Results to Excel*	Output results in a spreadsheet format.
Export Results to Notepad*	Output results in a textual format.
ACTIVote Help...*	Open the separate ACTIVote Help file.

* These menu options are not available for ACTIVstudio users on the Mac.

3. Register Devices

You are required to register your ACTIVote devices in order to use ACTIVote in Anonymous and Named modes.

a. Windows users, select the **Devices** option to open the Device Registration program.
Mac users, select the ACTIVote tab from the ACTIV board Preference Panel.

b. Windows users only, you cannot register the ACTIVote device until the hardware and software combination is approved for use in your country. Click on the drop down arrow and select the Country in which you are using ACTIVote.

If permitted, you can then continue with registering your ACTIVote devices. If your hardware and software combination is not permitted, a warning will be displayed and you will be blocked from using the ACTIVote. In this case, or if your country does not appear in the list, contact Technical Support for advice.

c. Select a **Channel** and **Board ID** from the drop down boxes.

d. Click on the **Register** button in the Device Registration program.

e. Press and hold the **Register** Button on your first ACTIVote device until you see the red LED flash briefly, followed by a longer flash from the green LED. The device will appear in the Registered Devices list and will be allocated a device name.

f. Repeat the above procedure for every device you want to register. When all devices are registered, click on the **Stop** or **Done** button.

g. Windows users, close the Device Registration program.
Mac users, close the Preference Panel. The registration information will be saved.

You are now ready to use ACTIVote in Anonymous mode.

4. Allocate Devices

You are required to allocate a user to each ACTIVote device in order to use ACTIVote in Named mode.

a. Select the **Users** option to open the User Device Allocation program.

b. Click on the Folder drop down arrow and choose the **All Users** or **Man UTD** folder, to display some example user names.

c. Select the same number of user names as devices registered, then click on the **Arrow** or **Add** button to add the user names to the Names list.

d. Click on the **Allocate Devices** button. The User Name list will be highlighted in red and a unique three letter code will be displayed next to each User Name.

e. Ask each user to press and hold down the Register button on their device until the red and green LEDs illuminate.

f. Ask each user to enter their associated code. If the device has been allocated correctly, the User Name will be highlighted in green. If the User Name remains highlighted in red, the device has not been allocated correctly. In this case, ask the user to enter the code again.

g. Once all devices are allocated successfully, click on the **Back** button to return to the Device Allocation program.

h. To exit from the User Device Allocation program, click on the **Exit** button.

You are now ready to use ACTIVote in Named mode.

5. Vote with Adhoc questions

a. Click on the ACTIVote tool button to start a session.

b. Select **Anonymous Mode** or **Named Mode**. If you selected Anonymous Mode, you will need to select the number of devices you are using. If you selected Named Mode, the user names for your current group will appear.

c. Click **OK**.

d. Ask your Adhoc question, or write the question and possible answers onto your flipchart.

e. When ready to accept user response, click on the ACTIVote tool button.

f. The countdown bar will appear, prompting users to vote.

g. When all responses have been received, click on the ACTIVote tool button to display the results graphs. The results will be recorded to the current flipchart page.

h. Select the correct answer by clicking on the appropriate letter above the graph. The correct answer will be displayed in green.

i. Turn to a new flipchart page and ask another question.

6. Vote with Prepared questions

Prepare your questions:

a. Open the Question Master program.

b. Type in a title and description for your set of questions.

c. Click on **Next>** button.

d. Type in your question, select a question type from the drop down list and type in the possible answers.

e. Select the correct answer from the drop down list.

f. Click on the **Add Question** button to add further questions.

g. Click on **Next>** and select a style from the preview window.

h. Click on **Next>** and enter a filename for the question flipchart.

i. Click on the **Save** button to save your question flipchart

j. Click on **File > Save**. Type in a suitable filename and click on the **Save** button to save your Question Master source file.

Start voting with prepared questions:

a. Open your question flipchart, click on **Menu > Flipchart** and choose an Open option.

b. Click on the flipchart name and click on the **Open** button.

c. Choose **Anonymous Mode** or **Named Mode** from the Session window

d. Introduce the questions to the users, then turn to the first question page. When you are ready to start voting, click on the ACTIVote tool button.

e. The countdown bar will appear, prompting users to vote.

f. The results graph will automatically appear, and will be recorded to the current flipchart page.

g. Turn to a new flipchart page and ask another question.

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enrich, enlighten, inspire

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Declaration of Conformity

We Promethean Technologies Group Limited hereby declare that the following product(s):

Product Description: ACTIV board, proACTIV board, ACTIVhub, ACTIVote and ACTIVslate

Product Code(s): PRM-AB75-UK1-IR-P, PRM-AB60-UK1-P, PRM-AB2-01, PRM-AB2B-01, PRM-AB2BP-01, PRM-AB2P-01, PRM-AH1-01, PRM-AV2-01, and PRM-RS1-01

Conform with the essential requirements of European Union Directive 1999/5/EC Radio & Telecommunications Terminal Equipment.

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